

Job Title	Facilities, IT, Procurement and Events Officer
Job Summary	<p>ULIP is a small academic unit which requires all staff to show a high degree of flexibility and to maintain a strong focus on student satisfaction and business performance.</p> <p>The role is key in implementing the facilities and IT strategy. It will require a highly motivated individual who is dedicated to providing a quality service to students, visitors, external partners and colleagues, in line with relevant practices, procedures and regulations, in particular Health & Safety.</p>
<p>FACILITIES AND HEALTH & SAFETY ROLE</p> <ol style="list-style-type: none"> 1. Maintain an asset inventory and with the Head of Library/IT/Facilities, prepare the annual plan for building maintenance, refresh and repair 2. Communicate with hard and soft services contractors (in French mostly), review quotes in accordance with UoL policies and procedures, oversee works 3. Monitor day to day soft service facilities contracts operations and take remedial action. 4. Liaise with the British Council to ensure the building is fit for purpose, compliant with local <i>Commission de Sécurité</i> requirements, and meets security and academic standards for students, staff and visitors 5. Suggest areas of modification to services where there may be further opportunities for improving the delivery of services 6. Assist the Head of Library/IT/Facilities on Health & Safety issues and ensure compliance systems are being followed 7. Promote a safe culture contributing to Health & Safety and Risk Management <p>PROCUREMENT ROLE</p> <ol style="list-style-type: none"> 8. Negotiate sales terms and conditions with suppliers and manage all issues related to orders, deliveries and invoices, including payment processing in accounting system 9. Manage stock for IT consumables, office, cleaning and catering supplies 10. Liaise with staff and student budget holders and facilitate their reporting in accounting system <p>IT ROLE</p> <ol style="list-style-type: none"> 11. Work with the Head of Library, IT and Infrastructure and ICT to develop and implement the annual strategic IT plan. 12. Maintain an asset inventory of IT equipment. 	

13. Liaise with UoL ITDS for the servicing and maintenance of the computer park.
14. Assist with troubleshooting IT, printing, telephone and networking issues.
15. Create access cards and monitor basic access control programming in system.

EVENTS ROLE

16. Coordinate the organisation of, and be the first point of contact for, internal and external in-person events (conferences, seminars, graduation ceremony, summer schools, partners' visits, hosted events etc.).
17. Be responsible for the booking of venues, catering, audio-visual equipment, travel arrangements, and any other requirements, and ensure that these are conducted in an effective and timely manner.
18. Develop and manage external room bookings, including preparing quotes, organising logistics and invoicing.

GENERAL

19. Provide superior quality customer care.
20. Work with all stake holders to high standards of professionalism and collegiality.
21. Actively follow and promote UoL sustainability commitments
22. Suggest areas of modification to services where there may be further opportunities for improving the delivery of services
23. Any other duties consistent with both the grade and scope of the post.
24. Any other duties reasonably required of the postholder by the Head of Student, Academic and External Services and the Head of Library, IT and Facilities following consultation.

Reports to	Head of Library, IT and Facilities
Responsible for	None
Additional demands on the role	May be required to work non-standard hours infrequently
Employment type	Open-ended contract
Hours	Full-time position
Salary	€35-37K
Start date:	January 2023
Location	Paris 7
Benefits	30 days annual leave; incremental salary scale

PERSON SPECIFICATION

EXPERIENCE AND PERSONAL QUALITIES

Essential:

- Problem-solving mindset, ability to develop creative solutions
- Commitment to providing a high-quality service to students, colleagues and external partners.
- Positive and 'can-do' attitude; driven, enthusiastic, proactive
- Ability to work independently, prioritize tasks, and maintain a diverse workload
- Good organisation and time-management skills
- Experience in building and maintaining effective working relationships
- Calm and poised under pressure
- Committed to continual personal and professional development

Desirable:

- Familiarity with a UK higher education environment
- Previous experience in a similar role

TECHNICAL KNOWLEDGE / SKILLS / APTITUDE

Essential:

- A competent level of IT skills, including experience of MS Office
- Native or near native speaker competence in both French and English

Desirable:

-
- Excellent presentation and communication skills
- Excellent administrative skills

EDUCATION / PROFESSIONAL QUALIFICATION

Essential:

- High level of literacy and numeracy

Desirable:

- Familiarity with classroom technologies and conference AV equipment

Further Information.

Please send your cover letter and CV into one document (Microsoft Word .doc or .docx) by email to contact@ulip.lon.ac.uk.

Interviews are scheduled to take place on site and applicants are recommended to ensure their availability.



When applying, please amalgamate your covering letter and CV into one document (Microsoft Word .doc or .docx) and upload it using the 'Covering Letter and CV' tab.

Important information:

Please note that the University of London will be unable to sponsor candidates for a visa for this role. Therefore, successful applicants must be able to demonstrate their right to work in France for the duration of their employment.

The University of London is committed to promoting a diverse and inclusive working environment where we can all be ourselves and succeed. We encourage applications from members of Black, Asian, and Minority Ethnic communities. All appointments will be made on merit, based on the criteria identified in the job description.

Pursuing excellence in education and equal opportunities.